	APOLLO HOSPITALS, SECUNDERABAD	AAC-03a
		Issue-C
	POLICY ON TRANSFER-IN OF STABLE PATIENTS	Date: 06-01-2017
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PREPARED BY: Dy. Medical Superintendent		APPROVED BY: Chief Executive Officer

## Transfer of stable patients

### 1.0 Purpose:

- 1.1 To provide a mechanism to facilitate the “appropriate transfer” of stable, non-emergent patients who request such a transfer.
- 1.2 To ensure safety of patients during transfer.

### 2.0 Definition:


An “appropriate transfer” is defined as one in which:

- § The receiving facility has available resources and agrees to accept the transfer and provide necessary treatment, and
- § The transferring facility provides the receiving hospital with a complete summary of treatment, all investigation reports and other relevant information such as medico legal registration number, and
- § Qualified personnel along with transportation equipment, and medically appropriate life support measures, accompany patient during transfer.

### 3.0 Policy:

- 3.1 It is the policy of Apollo Hospital, Secunderabad to accept the transfer of stable, non-emergent patient when space, and personnel are available and eligibility guidelines are met as per patient’s choice. Every effort shall be

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made to accept patients when the sending facility does not have space, facilities or personnel to provide appropriate care.

- 3.2 Transfer of stable, non-emergent patients to Apollo Hospital, Secunderabad takes place either by contacting the help desk/ER/or concerned specialty consultant or directly through the admission desk.
- 3.3 Staff in the initial receiving unit (ER, Specialist clinic /Admission desk) shall ensure that all the documents brought to the hospital should reach the ultimate caregiver.
- 3.4 All unregistered patients shall be registered, bed/room allocated and all admission procedure shall be initiated by the admission desk.
- 3.5 Similarly when resources do not match the patient's needs at Apollo Hospital, Secunderabad patients shall be transferred to facilities that meet the eligibility guidelines after contacting the receiving clinician responsible.

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